

Facilitator Training Course (FTC)

COURSE NUMBER **FAA01523**

For information about this course, contact:
 FAA Program Manager: Shepherd Curl
 (386) 446-7132

DESCRIPTION AND LEARNING STRATEGY

This course is intended for those employees who have or are expected to have responsibilities as facilitators in the Agency. Methodologies in the course are a combination of theory presentation/large group discussion and skill practice. Students are given several opportunities to apply their learning as facilitators, during videotaped sessions. They will give and receive feedback with other participants and instructors.

OBJECTIVES

- Manage group processes towards the desired outcome.
- Implement and reinforce the use of operating guidelines.
- Utilize group memory techniques.
- Develop strategies for moving groups through the stages of group development.
- Utilize effective intervention techniques.
- Participate in bringing a discussion to productive conclusion.
- Develop methods to reduce individual stress reactions associated with facilitation.
- Identify effective preparation strategies for facilitating.

KEY COMPETENCIES

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| • Agility | • Developing Talent |
| • Building Teamwork and Cooperation | • Interpersonal Relations and Influence |
| • Building a Model EEO Program | • Problem Solving |
| • Communication | |

CLASS SIZE

18 participants

LENGTH 4½ days
 (Monday, 8:00 a.m. –
 Friday, 12:00 noon)
 36 hours

LOCATION

Customer site or
 FAA Center for
 Management and
 Executive Leadership
 Palm Coast, Florida

UPCOMING DELIVERIES

This course is currently available only as a fee-for-service delivery.

WHO SHOULD ATTEND

Individuals responsible for facilitating meetings including, but not limited to, those associated with Quality Programs

ENROLLMENT

To arrange a **fee-for-service delivery**, call Shep Curl at (386) 446-7132.

PREREQUISITE

None

PRECOURSE

None

RELATED COURSES

Inquiry, Influence &
 Implications
 (FAA01249)